**Date**

Dear School Staff Member:

We consider the health and well-being of our students and staff a priority. We have been alerted that you may have been exposed to an individual diagnosed with COVID-19. We are following public health recommendations to ensure that the person with COVID-19 follows instructions for isolation and remains away from others until they can safely return to school or work. The individual with COVID-19 was in school while infectious on **Date.**

What does this mean for you?

* **You may continue to come to work after an exposure unless you develop symptoms or test positive for COVID-19.** Being exposed to somebody with COVID-19 does not necessarily mean that you will become infected.

**You should get tested for COVID-19 [INSERT DATES, 3-5 days after the last date that the individual with COVID-19 was in school], or sooner if you start to show** [**symptoms**](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)**.**

* **[INSERT any specific testing information for your school]**

**OR**

* You may register for testing at:

[CA.gov COVID-19 Testing Task Force website](https://testing.covid19.ca.gov/get-started) - This is for all testing sites.

* **If you develop** [**symptoms of COVID-19**](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) **or test positive for COVID-19, please ensure you** [**isolate**](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx) **at home immediately and notify us right away at Phone Number.** When you notify us, we can take additional steps to keep our school community safe.
* **You should continue to wear a mask** indoors in the school and community per school, local, and state requirements. Follow school policies to protect against COVID-19.

[High-quality masks](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Get-the-Most-out-of-Masking.aspx) with the best fit and filtration will provide the best protection for your child and the school community.

* **If you haven’t done so yet, you should get vaccinated against COVID-19.** If you have not received a booster dose, this is recommended. Vaccinations against COVID-19 remain the best way to protect against the spread of this virus and against severe disease. [Make an appointment to get vaccinated](https://myturn.ca.gov/) or contact your healthcare provider to learn more.

We will continue to provide you with regular updates as needed. Note that infections diagnosed in students and school staff are not necessarily the result of exposure at school when safety protocols are followed at school, and COVID-19 transmission remains much more likely to occur outside of school settings.

We encourage you to contact us with questions and concerns. Please call us at **INSERT School/Phone Number or Email** us at **[INSERT Email]**,or visit our website **[INSERT School Website]** for updates.

You may also contact the HCOE School Nurse at 707-445-7001 for questions regarding

COVID-19 exposures, isolation and quarantine times, and general questions. Please contact your health care provider for specific medical questions if you have symptoms.

Please be assured that we are committed to facilitating an optimal learning experience ensuring the safety of our students and staff.

Sincerely,

**[INSERT Name, Title, and Contact information]**